

RECORDS RETENTION SCHEDULE

GC 28076

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Corrections and Rehabilitation		(2) AGENCY BILLING CODE 16905		(3) PAGE 1 OF 5 PAGES	
(4) DIVISION/ BRANCH/ SECTION Division of Addiction & Recovery Services		(5) ADDRESS 400 Q Street, Room 6580 Sacramento, CA 95811			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER 16905	(10) SCHEDULE DATE January 8, 2008	(11) NUMBER OF PAGES 4	(12) CUBIC FEET (Total Schedule) 783
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER 16905	(14) APPROVAL NUMBER 02-095	(15) APPROVAL DATE (S) April 12, 2002	(16) PAGE NUMBER(S) REVISED – ALL
(17) MISSION/FUNCTIONAL STATEMENT: The mission of the Division of Addiction and Recovery Services is to plan, develop, implement, and monitor substance abuse services within the California Department of Corrections and Rehabilitation; reduce recidivism and relapse; and promote pro-social behavior and successful reintegration of the offender back into the community.					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS Sharon Dangel & / Shamas Powers		(19) TITLE Director		(20) PHONE NUMBER (916) 323-8723	(21) DATE SIGNED 4/11/08
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE- RECORDS MGMT ANALYST Shannon Arrieta		(23) CLASSIFICATION AC-PA	(24) NAME (Printed or Typed) SHANNON ARRIETA	(25) PHONE NUMBER 323-4095	(26) DATE SIGNED 1-31-08
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE –CalRIM CONSULTANT Janice C. [Signature]		(28) APPROVAL NUMBER 08-049		(29) DATE SIGNED 2/8/2008	(30) EXPIRATION DATE 2/8/2013
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:				FOR ARCHIVES' STAMP	
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives				 CALIFORNIA STATE ARCHIVES	
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE Sydney Bailey, Archivist			(34) DATE SIGNED Feb. 15, 2008		

08-049

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
			<u>PROGRAM MANAGEMENT RECORDS</u>								
1	39		Catalogs Consists of catalogs to order resources and/or materials relating to substance abuse.	P		A			A		Retain as active until superseded.
2	21		Government Documents: Special reports, studies, statistics, resource and reference material published by government (e.g., Bureau of Justice Assistance, etc.)	P		A+2		3	A+5		Retain as active until superseded, then retain five years (two years in the office and three years at the SRC).
3	21		Model Treatment Program: Consists of miscellaneous duplicate data relating to volunteer participants. Originals are maintained in the Inmate Central File.	P C X		A		3	A+3	XI	Retain as active until the study individual leaves the program, then retain three years at the SRC.
4	52		Resource Materials: Consists of newsletters, journals, research articles and materials. Also includes file for Substance Abuse Program participants	P X		A+2		3	A+5		Retain as active until superseded, then retain five years (two years in the office and three years at the State Records Center).
			<u>ADMINISTRATIVE MANAGEMENT RECORDS</u>								
7	23		Activity Reports: Monthly	P		2			2		Retain in Office for two years.
8	38		Budgets			P		2			2
9	28	NOTIFY ARCHIVES	Conference/Committee Meetings/Minutes	P		2			2		Retain in Office for two years.
10	81		Contracts	P		A+2		3	A+2		Retain as active until contract end, then retain two years in Office.
11	34		Correspondence (A-Z)	P		2			2		Retain in Office for two years.
12	28		Correspondence: Author Chron Files	P		2			2		Retain in Office for two years.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
13	2		Correspondence: Controlled	P		3			3		Retain in Office for three years.
14	23		Duplicate Copies	P		C			C		Retain only as long as current or necessary to support the office's operations.
15			Electronic Information Includes transitory messages (E-Mail) or electronic documents printed and stored to paper if document retention is necessary. Note: Data stored electronically must comply with the paper record topic's Records Retention Schedule.	M		A			A		Retain as active until transmitted or completed.
			Employee:								
16	5		- Attendance	P		2			2	XI	Retain in Office for two years.
17	10		- Position Folder Includes Requests for Personnel Action (RPAs) and well as any accompanying documents including applications, supplemental applications, essential functions health questionnaire, duty statements, employee tuberculosis skin test and evaluation, interview documents	P		A+4			A+4	XI	Retain in Office as active plus four years.
18	43		- Supervisor's File	P		A+1			A+1	XI	Retain as active until the employee transfers or terminates employment from the office, then retain one year in the office.
19	18		- Training File	P		A+1			A+1	XI	Retain copies as active until the employee transfers or terminates employment from the office, then retain one year in the office. Note: No Original training records should be destroyed.
20	35		- Recruitment Documents	P		A+4			A+4	XI	Retain in Office as active plus four years.
21	15		Equipment/Supply Orders	P		2			2		Retain in Office for two years.

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

22	5	NOTIFY ARCHIVES	Legislative Bills	P		A+2			A+2	X	Retain as active until finalized, then retain two years in the office.
23	120	NOTIFY ARCHIVES	Policies and Procedures	P		C			C		Retain as current until superseded.
24	77		Reports, Studies, and Statistics Site Visit Reports, Management Information Systems Reports, Pre-Release Education Program, Treatment Plans	P		C			C		Retain until no longer current or necessary for operations.
25	38		Records Management Record reports and inactive Records Management	P		A+2			A+2		Retain as active until the report is completed or inactive records remain in storage, then retain for two years in office.
26	30		Other Agreements Processing and other invoice files, WIA	P		A+3			A+3		Retain in Office for three years

EM	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA (4 1)	VITAL (4 2)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		

27.			<u>Records Management</u> STD Form 70, Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.
28.			STD Form 71, Records Transfer List	P		Current			Current		Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed whichever is later.
29.	1		STD Form 73, Records Retention Schedule	P		Current			Current		Retain as current until revised. NOTE: Although revision is required every five years from date approved by CalRIM, records retention schedules that are not revised remain in effect but are considered non-current.
30.			Authorization for Records Destruction (Computer Printouts)			4			4		Retain for two years from date destruction is authorized. Then retain two additional years or until audited, whichever occurs first (maximum of four years).
31.			Electronic Mail A. E-mail that are categorized as official records are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the schedule as a separate series (separate item number). B. Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge.	M		*	*	*	*		*E-mail communications that have "official records status" are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter of the e-communication in question.
				M		90 days			90 days		Destroy transitory e-communications when they have served their purpose.